

DIRECTIVE NUMBER: 300-25-12

DATE: March 12, 2013

TO: Kansas Department of Labor Employees

FROM: Lana Gordon, Secretary of Labor

SUBJECT: Policy on Merit System for Employees

Pursuant to K.S.A. 2011 Supp. 77-415(b)(2)(B), and amendments thereto, the following terms and conditions relating to employment shall apply to all Kansas Department of Labor (KDOL) employees in a position that directly involves: (1) the determination of whether a claimant will be paid benefits; (2) the determination of an employer's liability for contributions; or (3) hearing first level appeals:

- (a) The recruiting, selecting, and advancing of such KDOL employees shall include consideration of the employee's relative ability, knowledge, and skills, including open consideration of qualified applicants for initial appointment;
- (b) KDOL will provide equitable and adequate compensation for such employees;
- (c) KDOL will provide training for such employees, as needed, to assure high quality performance;
- (d) Determinations involving whether such employees will be retained shall include consideration of the adequacy of the employee's performance and whether the employee has had a reasonable opportunity to correct inadequate performance. KDOL shall separate employees whose inadequate performance cannot be corrected;
- (e) KDOL shall provide fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, religious creed, age or handicap and with proper regard for their privacy and constitutional rights as citizens. This "fair treatment" principle includes compliance with the Federal equal employment opportunity and nondiscrimination laws; and
- (f) Such KDOL employees shall be protected against coercion for partisan political purposes and such KDOL employees are prohibited from using their official authority for the purpose of interfering with or affecting the result of an election or a nomination for office.

This policy amends and replaces policy 300-25-12 issued February 11, 2013.

Lana Gordon, Secretary of Labor
Signature on file